

Central Wisconsin Community Action Council, Inc.

PBP Committee Meeting Minutes

February 19, 2021

Present: John Atkinson, Scott Beard (by Zoom), Joy Casperson (by Zoom), Ross Curry (by Zoom), Charlie Krupa (by Zoom), and John Earl

Excused Absence: Sandy Wormet and John Wenum

Staff: Fred Hebert, Dale Casperson (by Zoom), Wendy Schneider, and Donna Lynch

Guests: Bob McClyman, Muriel Harper, Donna Maly (by Zoom), and Scott Pease (by Zoom)

1. Charlie Krupa called the meeting to order.
2. Roll call was taken with six members present.
3. Motion passed by unanimous vote approving the agenda. The minutes of the March 13, 2020 PBP Committee meeting were approved at the August 26, 2020 Board of Directors meeting.
4. Joy presented Ed's Buildings Maintenance & Repairs Report with detailed information about each of our buildings. Ed has been very busy with the Emergency Furnace Program. A new lawnmower, snowblower, and Ford F250 with plow & salt box was purchased. Gary Zimmer is doing excellent assisting with maintenance and snowplowing at all of our Adams properties. **Dells Ofc:** New deck installed, slab for garage to be built in the spring for maintenance equipment storage, thermometers installed at entrances, painting planned for spring; **Pine Grove:** New entrance door; **Kirk-Wood:** Security cameras installed & garage door replaced; **Kenwood:** Stove repaired; **Gift of Years:** Small repairs, new pump & waste service; **Krupa Village:** Sign installed & minor repairs; **Adams Food Pantry:** Roof over new refrigeration unit & plans for new food pantry building; **Rolan's:** Minor repairs; **Holly Heights:** Security cameras installed; **Wyona Lake:** Automatic door installed & locks rekeyed; and **Beaver Dam Office:** Roof repair.
5. Joy presented the Property Managers Report with only five apartment vacancies and 93% building occupancy. Many rent payments are being made due to the Wisconsin Rental Assistance Program. One eviction is coming up. RHD reports were completed and sent to the State in November. Federal Home Loan Bank is reviewing Holly Heights and Kirk-Wood Apartments for compliance. There is intense paperwork and training with the new Gift of Years Village which currently has three 50% units vacant. Kelly Hess has been assisting.
6. Fred discussed transfer of the Adams-Friendship Senior Village (now the Adams-Friendship Gift of Years Village) from Cap Services. We have contacted WHEDA about buying out the loan. Fred contacted CAP Services about managing the Burt Morris Senior Village which may eventually take place. "Gift of Years" books were ordered for tenants. Fred commended our property management and maintenance staff for the great job they do.
7. Fred and Wendy discussed the homeless shelters in Beaver Dam. We plan to exit from the New Beginnings Homeless Shelter soon, however will continue to work with the New Beginnings Board on the transition. A Men's Shelter was not located, however Wendy received extra money for motel stays. We have offered to employ a staff person to run the shelters with reimbursement from New Beginnings; this is similar to what we have done to assist the new Baraboo Homeless Shelter which is now open and doing really well.
8. Wendy reported that she is working on Wisconsin Emergency Rental Assistance program training which is replacing the Wisconsin Rental Assistance Program. This helps with rental assistance for those affected by COVID. We will be hiring a part-time staff to assist who will be located in our Portage office. We also have CSBG funds available for those affected by COVID.

9. The State and Federal Home Loan Bank have approved our applications for Fait Family Apartments. We await the State contract. We need to plan a Grand Opening for the Charlie Krupa project and Ground Breaking for the Fait project.
10. Progress is being made on the State application for the Gomoll Senior Village to be located on our donated lot from the City of Adams. We await the survey from Jim Grothman. The Federal Home Loan Bank application is due in mid-June.
11. Fred discussed a possible HUD Section 202 Senior Housing Project on Dells Lot #2. Our potential to receive this funding is extremely small so the idea will be abandoned.
12. Committee members discussed future housing developments. Motion passed by unanimous vote to approve construction of our next building project in the Village of Necedah on the lot next to the Charlie Krupa project.
13. Motion approved by unanimous vote to adjourn.
14. Next Meeting – Friday, March 12, 2021 @ 10:00 am